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Introduction – Bar Code Editor

The Bar Code Editor program gives management the ability to setup a bar code number (up to 20 alphanumeric characters) for a part number record. When an item is scanned via a bar code reader, the bar code number is used to call up the actual part number that is linked to it.

☞ **Warning:** The Bar Code Editor program is a single user only program!!

Setting Up Bar Codes

- From the *Autologue Main Menu*, enter **21** and press **<Return>**.
- When the *Utility Menu 1* is displayed, enter **1** (*Select Utility Menu 2*).
- When the *Utility Menu 2* is displayed, enter **1** (*Select Utility Menu 3*).
- When the *Utility Menu 3* is displayed, enter **1** (*Select Utility Menu 4*).
- When the *Utility Menu 4* is displayed, enter **1** (*Select Utility Menu 5*).
- When the *Utility Menu 5* is displayed, enter **1** (*Select Utility Menu 6*).
- When the *Utility Menu 6* is displayed, enter **1** (*Select Utility Menu 7*).
- When the *Utility Menu 7* is displayed, enter **2** (*Edit Bar Code File*).

The *Bar Code Editor* screen will be displayed as shown:

Bar Code Editor

Part Number : █ _____

Bar Code: _____

F1 RESET F4 DELETE F8 FWD F9 BWD F10 SAVE F11 EXIT

- With the cursor positioned at the **Part Number:** prompt, enter the part number (i.e. **FRM-PH30**) to setup a bar code for and press **<Return>**.

- With the cursor positioned at the **Bar Code:** prompt, enter the bar code number (up to 20 alphanumeric characters) and press **<Return>**.
- With the cursor again positioned at the **Part Number:** prompt, press the **<F10>** (*Save*) key to save the entered bar code information.
- Press the **<F1>** (*Reset*) key to clear and reset the screen for the next bar code number to be entered.

Continue entering the bar code information for each part number.

Scrolling Through The Bar Code Records

The **<F8>** (*Fwd*) and **<F9>** (*Bwd*) keys allow the user to scroll forward and backward through all the bar code records setup.

Deleting A Bar Code Record

- To delete a bar code record, use the **<F8>** (*Fwd*) and **<F9>** (*Bwd*) keys to scroll to the bar code record and press the **<F4>** (*Delete*) key.

The screen will automatically display the next bar code record.

Exiting The Bar Code Editor Program

- To exit from the *Bar Code Editor* screen, press the **<F11>** (*Exit*) key and the *Utility Menu 7* menu will again be displayed.